



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE:  
DATE:  
TIME:  
PLACE:

PROPERTY AND PURCHASING  
Wednesday, 2-10-2016  
1:00 p.m.  
Room 220/48 Building  
14345 County Highway B Sparta, WI 54656

## SUBJECT MATTER TO BE CONSIDERED

All Items are subject to Discussion & (except public comment) Action

1. Call to Order/Roll Call
2. Public Comment, 3 Minute Limit Rule Applies
3. Set next meeting date/time
4. Minutes Approval –01/13/2016 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Building Security at Building A/Health and Human Services building and other.
8. Justice Center Discussion and Update
9. Tax Delinquent Properties
10. Future Agenda Items
11. Adjournment

Dean Peterson, Committee Chair  
PROPERTY AND PURCHASING COMMITTEE  
Date notices mailed: 02/08/16

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Property & Purchasing Committee  
January 13, 2016

Present: Dean Peterson, Rod Sherwood, Douglas Path, Mary Cook, Gene Treu  
Others: Garry Spohn; Jon Wallenkamp, Kueny Architects, LLC

- The meeting was called to order in Rolling Hills Room #220 at 1:00 p.m.
- Public Comment Period – None
- Set next meeting date/time – February 10, 2016 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 12/09/15 minutes by Gene Treu second by Mary Cook. Carried 5-0.
- Tax Delinquent Properties – Andrew Kaftan explained that the Treasurer is working on a new title search for the Kendall and Norwalk properties. It was questioned whether or not the Wyeville property has had a new title search?

The Snow survey has been completed. There is an encroachment of shed. An easement was discussed.

Motion by Gene Treu second by Rod Sherwood to place the following delinquent properties out for sale; Lot #1 for \$35,000.00 and Lot #2 for \$130,000.00. Discussion. Carried 5-0.

Out of the properties advertised at assessed value, no bids were received. Motion by Rod Sherwood second by Gene Treu to place properties out for bid at fair market value or best offer. Discussion. Carried 5-0.

Shelley Bohl, County Clerk explained that the Wisconsin Surplus Auction failed to collect the \$150.00 Administrative Fee from 7 delinquent parcels. The deeds have been recorded due to year end, delaying the recording would be more detrimental to the County than not collecting the Administrative Fee. The committee discussed sending a letter requesting the fee, no small claims. Shelley explained that 2 parcels have paid the fee to date. Motion by Gene Treu second by Mary Cook to send a letter to collect the remaining \$150.00 Administrative Fees from each of the 5 parcels not collected by WI Surplus. Carried 5-0.

- Strategic Plan – Jon Wallenkamp of Kueny Architects, LLC presented a draft 2016 Facilities Master Real Estate Plan to members. The committee was briefed on the current status of the plan. A special meeting will be held on January 26, 2016 beginning at 10:00 a.m.

Mary Cook left at 2:29 p.m.

- Buildings Manager Report was given
- Justice Center Discussion and Update – Gene Treu provided an update from the Building Committee Meeting. The change order for Secure HVAC Grills failed. Project Representative, Kurt Marshaus proposed a one year contract extension. Snow removal was discussed.
- Gundersen Tour from December 8, 2015 – The County will be meeting with Gundersen representatives as to the sale price of the building.
- Building Security at Building A/Health and Human Services Building and Other Buildings – Gene Treu explained that he met with Human Services Administrator, Ron Hamilton. Proposals are currently being worked on.

*The minutes are not official until approved by the Property & Purchasing Committee at their next regular meeting.*

- Light Fixture Bids – Gene Treu explained that one bid was received from Gray Electric in the amount of \$3,000.00. Discussion. Motion by Gene Treu second by Rod Sherwood to reject the bid. Carried 4-0.

Gene Treu left the meeting at 3:37 p.m.

- Equipment – Garry Spohn explained storage issues in February. Currently he is looking for a solution for snow equipment storage.
- Credit Cards – Garry Spohn explained the need for 6 credit cards at \$1,000.00 each for the following: 2 Maintenance Technicians; 1 On Call Assistant; 3 Custodians. Discussion. Motion by Rod Sherwood second by Douglas Path to approve credit cards for current and future employees. Carried 3-0.
- Items for next month's agenda – Strategic Planning, Gundersen, Human Services Security.
- Motion by Rod Sherwood second by Douglas Path to adjourn at 3:42 p.m. Carried 3-0.

Shelley Bohl, County Clerk  
Recorder